

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
"Missouri public schools: the best choice... the best results!"  
www.dese.mo.gov

**VACANCY NOTICE**

Vacancy Title: **FOOD SERVICE MANAGER**  
School term position beginning August 7, 2015

Job Order Number: 4083101

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$24,672 - \$33,312 annually (range based on education and experience)

Deadline: July 15, 2015 - until filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

Associate's Degree from an accredited college or university with a major in food and nutrition, food service management, dietetics, nutrition education, culinary arts or a related field. Bachelor's Degree preferred.

Minimum of one year relevant school nutrition program experience.

Working knowledge of basic dietetic principles in the planning of menus.

Must meet the required American Sign Language competency level of Novice within 3 years of hire date.

*(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)*

**EXAMPLES OF WORK PERFORMED**

Directs the food service staff of the school in the preparation, cooking and service of meals.

Prepares section budgets and manages funds assigned to the food service cost center.

Plans menus according to basic dietetic rules and guidelines set by the Department of Elementary and Secondary Education Food Service.

Maintains close liaison with storeroom personnel and participates in long-range planning for the ordering and storage of food, supplies and equipment.

Requisitions daily adequate quantities of food and supplies for preparation of meals sufficiently in advance of needs.

Supervises the maintenance of health, sanitation and safety conditions in kitchens, dining rooms, and other food preparation and storage areas.

Supervises the training and instruction of new employees and others in their food service duties and coordinates work routines to effect a high degree of efficiency in each food service unit.

Keeps records of time worked by employees.

Compiles data/reports and provided information to DESE in a timely manner as required.

Keeps record and prepares reports on costs and amounts of foodstuffs requisitioned and served.

Works with staff from other sections on food service needs for athletic trips, field trips and school/residential programs.

Performs related duties as assigned

### **APPLICATION PROCEDURE**

Complete a DESE application online at

<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

**NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.**

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

### **BENEFITS (FOR A SCHOOL TERM POSITION)**

**ANNUAL LEAVE:** Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 11 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS).

**LIFE INSURANCE:** Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

**OPTIONAL LIFE INSURANCE:** Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

**CAFETERIA PLAN:** Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first day of the following month after employment.

**DENTAL PLANS:** Delta Dental insurance coverage is available.

**VISION PLAN:** Vision Service Plan (VSP) is available.

**DEFERRED COMPENSATION:** A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

### **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator-Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).